

New Notary Application Through a Service Company

Before you start...

Understand you have chosen to work with a service company and have paid a fee to that company for specific services.

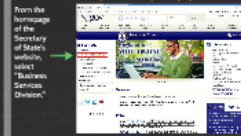
It is your responsibility to understand what services are included in the fee. Make sure to know whether:

- Your fees is provided.
- The company is responsible for updating your application.
- Your stamp is provided, and/or
- If the fee includes the notary application fee.

You are not required to go through a service company to become a notary.

NOTARY PUBLIC YOU ARE NOT

Locating the Notary Homepage



Locating the Notary Homepage



Locating the Notary Homepage



Things you need before you start

- Driver's license number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
 - Employer name
 - Address
 - Phone number

Things you need before you start

- You need a service company to submit your application
- The service fee for 2020
- The service fee must be paid before your 1 year period as the notary public begins.
- After meeting the bond, you will receive documentation stating the notary public commission is complete.
- There are two types of bonds: Surety and Fidelity
- Surety bond is required and from a bonding company or bank
- Fidelity bond is submitted when you are not for hire than the applicant pays both the 2020 fee and the bond of notary public they own.
- You must have the application process without receiving any bond of notary public.

Step 1

If you are responsible for completing the application, click on "Notary" for help with the process. View the New Applicant Notary Step by Step Page.



If your service company will update your application, click on "Logistics"

Step 2

Answer the Pre-Qualification questions.



Step 3

Enter your name and email address. A Transaction ID number will be supplied to you.



Step 4

Review the application and answer the questions. You will need this if you are unable to complete the process in one sitting.



Step 5

Select whether you have previously been a notary. If you have previously been a notary, please use the "Returning for Notary Commission" link to help you register.



Step 6

Complete the eight multiple choice training questions. When the training is completed, select "Go to Step 7".



Step 7

Read the oath of office. Once you have read the oath, confirm that you will comply with the oath by clicking "Yes" and then the "Go to Step 8" link. Then click "Next" to continue.



Step 8

Select "Print My Oath" to print the oath that you must send to the service company.



Step 9

This is the "Notary Public" page. You will send this to the service company to show them you have completed the necessary steps. They will then provide you with the supplies of your agreement.



Step 10

You will then receive a confirmation letter (email) with a link to print your commission certificate.



Step 11

Print your commission certificate from your notary public letter. There is a link to the certificate. You will be required to print and mail the certificate.



Obtaining your Notary Stamp or Seal

If the service company does not provide a stamp or seal as part of your agreement, you can take your commission certificate to an office supply store.

Review and proofread stamp to ensure your name, commission number and expiration date read correctly as they show your commission certificate.

The Indiana Secretary of State's office does not provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect yourself.

Journals can be purchased from any office supply store.

Information to track in a journal includes:

- Date and time of notarial act
- Type of notarial act
- Type of document notarized (i.e. will, contract, deed)
- Printed name of signer
- Description of how the notary public identified the signer
- Any other pertinent information
- Fees collected, if any
- Unusual circumstances (i.e. refusal to notate)

Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532
 Email: notary@sos.in.gov
 Mailing Address: Business Services Division
 302 W. Washington Street
 Room E018
 Indianapolis, IN 46204

please view this Prezi in full screen mode

New Notary Application Through a Service Company

Before you start...

Understand you have chosen to work with a service company and have paid a fee to that company for specific services.

It is your responsibility to understand what services are included in the fee. Make sure to know whether:

- Your bond is provided.
- The company is responsible for uploading your application.
- Your stamp is provided, and/or
- If the fee includes the notary application fee.

You are not required to go through a service company to become a notary.

INDIANA NOTARY PUBLICS BOARD

Locating the Notary Homepage



Locating the Notary Homepage



Locating the Notary Homepage



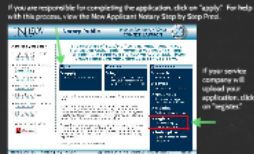
Things you need before you start

- Driver's license number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
 - Employer name
 - Address
 - Phone number

Things you need before you start

- You need a valid photo to submit with a notary application.
- The bond must be for \$10,000.
- The bond must be valid for the same 4 year period as the commission.
- After receiving the bond, you will receive documentation stating the name of the surety and the bond number.
- There are two types of bonds: Surety and Fidelity.
- Personal bonds are used when a person is not an employee of a company.
- Personal bonds are used when a person is not an employee of a company.
- Personal bonds are used when a person is not an employee of a company.

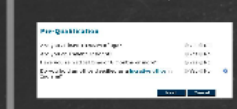
Step 1



If your service company will upload your application, click on "Supply".

Step 2

Answer the Pre-Qualification questions.



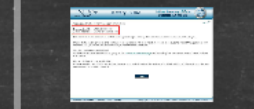
Step 3

Enter your name and email address. A Transaction ID number will be assigned to you.



Step 4

Select whether you have previously been a notary. If you have previously been a notary, please use the "Resubmitting for Your Notary Commission" link to help you resubmit.



Step 5

Select whether you have previously been a notary. If you have previously been a notary, please use the "Resubmitting for Your Notary Commission" link to help you resubmit.



Step 6

Complete the eight multiple-choice training questions. When the training is completed, select "Continue".



Step 7



Step 8

Select "Print this report" to print the report that you must send to the service company.



Step 9

This is the "Notice from Notary". You will send this to the service company to print. Some companies will provide you with a link to print your commission certificate.



Step 10

You will then receive a confirmation email that your application has been received. You will then receive a confirmation email that your application has been received.



Step 11

Print your commission certificate and keep your commission certificate. Some companies will provide you with a link to print your commission certificate.



Obtaining your Notary Stamp or Seal

If the service company does not provide a stamp or seal as part of your agreement, you can take your commission certificate to an office supply store.

Review and proofread stamp to ensure your name, commission number and expiration date read **correctly** as they do on your commission certificate.

The Indiana Secretary of State's office does **not** provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect you self.

Journals can be purchased from any office supply store.

- Information to track in a journal includes:
 - Date and time of notarial act
 - Type of notarial act
 - Type of document notarized (e.g. will, contract, deed)
 - Printed name of signer
 - Signature of the notary public identified the signer
 - Any other pertinent information
 - Fees collected, if any
 - Unusual circumstances (e.g. refusal to notarize)

Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6552
 Email: notary@sos.in.gov
 Mailing Address: Business Services Division
 302 W. Washington Street
 Room 601B
 Indianapolis, IN 46204

please view this Prezi in full screen mode

Before you start...

Understand you have chosen to work with a service company and have paid a fee to that company for specific services.

It is your responsibility to understand what services are included in the fee. Make sure to know whether

- Your bond is provided;
- The company is responsible for uploading your application;
- Your stamp is provided; and/or
- If the fee includes the notary application fee.

You are not required to go through a service company to become a notary.

KNOW WHAT YOU PAID FOR!

Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Secretary of State

SOS HOME

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Register to VOTE ONLINE
Fast, Easy, Secure
get started

Welcome

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana MoneyWise](#)

Press

AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE

AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

MORE ONLINE SERVICES »
SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker

Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



www.in.gov/sos/business/index.htm

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A+

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

Notary

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

"You have made doing online business so easy! You created user-friendly systems that are extremely helpful."
Hoosier Business Owner

learn more

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Alerts

- FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES

Helpful Resources

- Online toolkit to help start your business
- Fraudulent compliance requests to Hoosier businesses
- Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party
- Indiana Business Law Survey Commission and governing in the Global Age

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity?

Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A++

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Business Services Division Expand / Collapse

SECRETARY OF STATE HOME

BUSINESS SERVICES DIVISION HOME

SOS Divisions
Your Business Starts Here!
Online Services for Corporations
Email Manager
Business Search
UCC
Notary
Trademarks
Apostilles
Service of Process
Division Forms
News Archives
Calendar
Contact Us

NOTARY

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

[Click here](#) to access the online notary portal.

*The Notary Portal has been designed to work with **Windows Internet Explorer 8 & 9** or **Google Chrome**. Please use the following links to download one of the supported versions of these browsers: [IE 9](#) or [Google Chrome](#). We apologize for any inconvenience this may cause.

SOS Online Notary Portal

Online Services

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

MORE ONLINE SERVICES »

SUBSCRIBER CENTER »

Top FAQs I Want To...

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

Additional Online Notary Resources

Things you need before you start

- Driver's License number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
 - Employer name
 - Address
 - Phone number

Things you need before you start

You must secure a bond prior to submitting a notary application:

- The bond must be for \$5000.
- The bond must be valid for the same 8 year period as the commission.
- After securing the bond, you will receive documentation stating the name of the surety and the bond number.

There are two types of bonds: Surety and Freehold

- Surety Bond is obtained from a bonding company or bank.
- Freehold Bond is obtained when a person other than the applicant puts forth the \$5000 bond in the form of real property they own.

Do not start the application process without knowing your bond information.

Step 1

If you are responsible for completing the application, click on "apply." For help with this process, view the New Applicant Notary Step by Step Prezi.

IN.gov **Notary Public** *Indiana Secretary of State*
CONNIE LAWSON

> before you begin

- ✓ To become a Notary, an individual must ([What's This?](#))
- ✓ Determine the type of bond to provide. ([What's This?](#))
- ✓ Payment information. ([What's This?](#))
- ✓ Functions of a Notary. ([What's This?](#))
- ✓ Official Notary Guide. ([What's This?](#))
- ✓ Frequently asked questions. ([What's This?](#))
- ✓ Other Resources. ([What's This?](#))

Adobe Reader Required

1 Start
> apply
Become a Notary Public

2 Resume
> login
Resume your transaction with your Transaction ID and E-mail Address or PIN

3 Other Actions
> search
Search for notaries
> revise
Revise your commission
> get a copy
Get a copy of your commission certificate
> training
Perform notary training
> register
Register to apply via a service company
> bulk upload
Upload a batch of notary applicants

The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!

Home | SOS Home | Contact | FAQ | Survey Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

If your service company will upload your application, click on "register."

Step 2

Answer the Pre-Qualification questions.

Pre-Qualification

Are you at least 18 years of age?

☐ Yes ☐ No

Are you an Indiana resident?

☐ Yes ☐ No

Have you served jail time of 6 months or more?

☐ Yes ☐ No

Do you hold an office classified as a [lucrative office](#) in Indiana?

☐ Yes ☐ No





Next

Cancel

Step 3

Enter your name and email address. A Transaction ID number will be emailed to you.

**Notary Public***Indiana Secretary of State*
CONNIE LAWSON

Initiate Transaction

Please enter your e-mail address. An e-mail will be sent to you with a Transaction ID. Should you be disconnected during your transaction, you may log back in using your e-mail address and the Transaction ID. All information you have previously entered will be saved, and you will be able to restart the transaction at the point where you lost your connection.

Applicant Name:

First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


E-mail Address:

Re-type E-mail Address:


[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 4

Save the Transaction ID number for future reference.
You will need this if you are unable to complete the process in one sitting.

**Notary Public**

Indiana Secretary of State
CONNIE LAWSON



Please save the following transaction information:[Log out »](#)

Transaction ID: NT201406260022
E-mail Address: example@example.com

This information can be used to restart your application (see below). This information has also been e-mailed to you.

The next step in the process is to continue your application. When completed, you will checkout and submit the application with payment, and you will be able to download your commission certificate.

How do I restart my application?
You may restart your application by going to the [resume transaction page](#) and providing the Transaction ID and E-mail Address listed above.

Why would I restart my application?
You may want to restart your application because you needed to close the web page to obtain additional information, or the web page closed due to other reasons.

Next

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 5

Select whether you have previously been a notary. If you have previously been a notary, please use the "Reapplying for Your Notary Commission Prezi to help you reapply.

IN.gov

Notary Public

Indiana Secretary of State
CONNIE LAWSON



Existing Notary Check

[Log out »](#)

Are you, or have you ever been, a Notary Public in the state of Indiana?

☐ Yes ☒ No

[Next](#)



[Cancel](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 6

Complete the eight multiple choice training questions. When the training is completed, select "continue".

 **Notary Public** *Indiana Secretary of State*
CONNIE LAWSON 

Notary Public Training [Log out »](#)

This is not a test! You will be presented a series of questions that are intended to inform you of the responsibilities and duties of a Notary Public. You will not be able to proceed to the next question before answering the current question correctly.

If you are disconnected during the training or must leave the training for any reason, you will be able to return at a later time and resume the training where you left off. The transaction number you were e-mailed and your registered e-mail address will be needed to continue with the training and application process.

Begin the Training

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#) Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Notary Training Completed

[Log out »](#)

Congratulations! You have completed this Indiana Notary Public training session.

Continue

Step 7

Read the oath of office. Once you have read the oath, confirm that you will uphold the oath by selecting the box on the left side. Then select "next."

IN.gov

Notary Public

Indiana Secretary of State
CONNIE LAWSON



Indiana Notary Oath

[Log out »](#)

Name: MATTHEW


OATH OF OFFICE

☒ I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).

Next

Step 8

Select "Print this receipt" to print the receipt that you must send to the service company.

**Notary Public***Indiana Secretary of State*
CONNIE LAWSON


Log out »

Print Service Company Transaction Receipt

Congratulations! You have completed the preliminary steps for becoming an Indiana Notary Public.

[Print this receipt](#) and provide it to your service provider. Your service provider will then be able to upload the information using the Transaction ID to complete the application process.

You must have Adobe Reader installed on your computer to open this file.



Return to Notary Home Page

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

Step 9

This is the Transaction Receipt. You will send this to the service company to show them you have completed the necessary steps. They will then provide you with the supplies of your agreement.

INDIANA SECRETARY OF STATE Notary Public Transaction Receipt

APPLICANT

MATTHEW you have completed the preliminary process to be commissioned as an Indiana Notary Public. Unless you hold a current, active commission, you are not yet authorized to notarize documents.

Forward this form to a bonding or service company to complete the application process. Contact the bonding or service company for more information.

Upon completion of the application process and the payment of fees, the service company will provide you with a commission certificate and you will then be authorized to notarize documents.

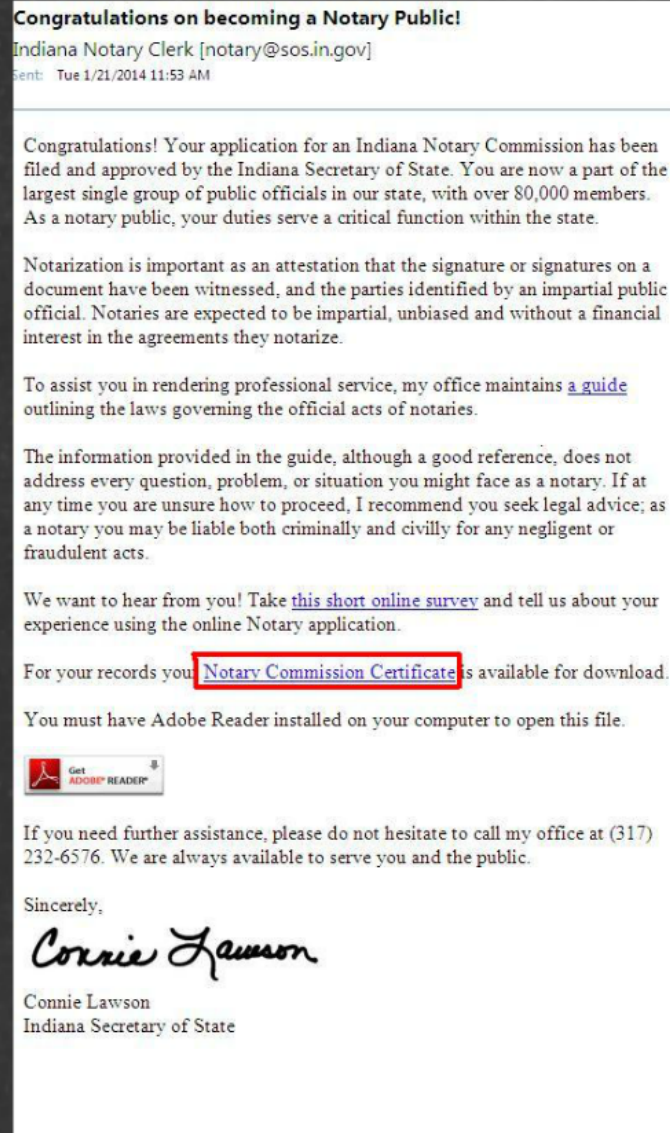
SERVICE COMPANY

The application information below may be uploaded along with payment to complete the application process. View instructions for formatting the application at the Indiana Secretary of State's website at <http://www.in.gov/sos>. The name, transaction number and e-mail address uploaded will need to match the information provided below for the transaction to complete successfully. If the applicant is currently a notary public in Indiana their application cannot be processed until sixty (60) days prior to their current expiration date.

Applicant Name:	MATTHEW
Applicant E-mail:	example@example.com
Transaction Number:	NT201406300070
Date Printed:	June 30, 2014
Current Commission Expiration Date:	N/A

Step 10

You will then receive a confirmation letter via email with a link to print your commission certificate.



Step II

Print your commission certificate from your confirmation letter. Keep a copy of this certificate. You will be charged \$6.12 for additional copies.

Congratulations on becoming a Notary Public!

Indiana Notary Clerk [notary@sos.in.gov]

Sent: Tue 1/21/2014 11:53 AM

Congratulations! Your application for an Indiana Notary Commission has been filed and approved by the Indiana Secretary of State. You are now a part of the largest single group of public officials in our state, with over 80,000 members. As a notary public, your duties serve a critical function within the state.

Notarization is important as an attestation that the signature or signatures on a document have been witnessed, and the parties identified by an impartial public official. Notaries are expected to be impartial, unbiased and without a financial interest in the agreements they notarize.

To assist you in rendering professional service, my office maintains [a guide](#) outlining the laws governing the official acts of notaries.

The information provided in the guide, although a good reference, does not address every question, problem, or situation you might face as a notary. If at any time you are unsure how to proceed, I recommend you seek legal advice; as a notary you may be liable both criminally and civilly for any negligent or fraudulent acts.

We want to hear from you! Take [this short online survey](#) and tell us about your experience using the online Notary application.

For your records you [Notary Commission Certificate](#) is available for download.

You must have Adobe Reader installed on your computer to open this file.



If you need further assistance, please do not hesitate to call my office at (317) 232-6576. We are always available to serve you and the public.

Sincerely,

Connie Lawson
Indiana Secretary of State

Obtaining your Notary Stamp or Seal

If the service company does not provide a stamp or seal as part of your agreement, you can take your commission certificate to an office supply store.

Review and proofread stamp to ensure your name, commission number and expiration date read **exactly** as they do on your commission certificate.

The Indiana Secretary of State's office does **not** provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect yourself.

Journals can be purchased from any office supply store.

Information to track in a journal includes:

- Date and time of notarial act
- Type of notarial act
- Type of document notarized (i.e. will, contract, deed)
- Printed name of signer
- Description of how the notary public identified the signer
- Any other pertinent information
- Fees collected, if any
- Unusual circumstances (i.e. refusal to notarize)

Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-232-6532

Email: notary@sos.in.gov

Mailing Address: Business Services Division
302 W. Washington Street
Room E018
Indianapolis, IN 46204

New Notary Application Through a Service Company

Before you start...

Understand you have chosen to work with a service company and have paid a fee to that company for specific services.

It is your responsibility to understand what services are included in the fee. Make sure to know whether:

- Your bond is provided.
- The company is responsible for uploading your application.
- Your stamp is provided, and/or
- If the fee includes the notary application fee.

You are not required to go through a service company to become a notary.

INDIANA NOTARY PUBLICS BOARD

Locating the Notary Homepage



Locating the Notary Homepage



Locating the Notary Homepage



Things you need before you start

- Deliver's license number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
 - Employer name
 - Address
 - Phone number

Things you need before you start

- You need either a bond prior to submitting a notary application.
- The bond must be for \$5,000.
- The bond must be valid for the same 4 year period as the commission.
- After receiving the bond, you will receive documentation stating the name of the surety and the bond number.

There are two types of bonds: Surety and Fidelity.

Personal bonds require an underwriter to sign the application and both the surety bond and the bond number.

Notarize.com is the only website that provides notary bonds.

Step 1

If you are responsible for completing the application, click on "apply". For help with this process, view the New Applicant Home Step by Step Page.



If your service company will upload your application, click on "register".

Step 2

Answer the Pre-Qualification questions.



Step 3

Enter your name and email address. A Transaction ID number will be supplied to you.



Step 4

Select the type of notary you wish to become. You will need this if you are unable to complete the process in one sitting.



Step 5

Select whether you have previously been a notary. If you have previously been a notary, please use the "Resubmitting for Your Notary Commission" page to help you register.



Step 6

Complete the eight multiple choice training questions. When the training is completed, select "Continue".



When Training is Complete:

Step 7

Read the rest of the form. Once you have read the form, click on the "Next" button.



Step 8

Select "Print this form" to print the form that you must send to the service company.



Step 9

This is the "Notice from Notary". You will send this to the service company to print. Some companies complete the necessary steps. They will then provide you with the supplies of your agreement.



Step 10

You will then receive a confirmation letter. The email will have a link to print your commission certificate.



Step 11

Print your commission certificate and keep your commission letter. Save a copy of the certificate. You will need to print it to add to your application.



Obtaining your Notary Stamp or Seal

If the service company does not provide a stamp or seal as part of your agreement, you can take your commission certificate to an office supply store.

Review and proofread stamp to ensure your name, commission number and expiration date read **correctly** as they do on your commission certificate.

The Indiana Secretary of State's office does **not** provide notary stamps or seals.

Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect you self.

Journals can be purchased from any office supply store.

- Information to track in a journal includes:
- Date and time of notarial act
 - Type of notarial act
 - Type of document notarized (e.g. will, contract, deed)
 - Printed name of signer
 - Signature of the notary public identified the signer
 - Any other pertinent information
 - Fees collected, if any
 - Unusual circumstances (e.g. refusal to notarize)

Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.

Contacting the Indiana Secretary of State's Office

Phone: 317-231-6552
 Email: notary@sos.in.gov
 Mailing Address: Business Services Division
 302 W. Washington Street
 Room 601B
 Indianapolis, IN 46204

please view this Prezi in full screen mode